



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, ME 04333-0023

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 1, 2025

Mark Turner  
Superintendent  
RSU 87  
44 Plymouth Road  
Carmel, ME 04419

Dear Superintendent Turner

The RSU 87 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 20, 2025 Suzanne M Smith Elementary School reviewed Sarah Platt. An exit conference with Missy Bemis occurred on March 27, 2025.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report by the deadline(s) listed. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, and must address the following:

- How the finding was corrected (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

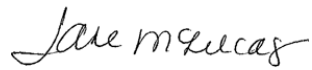
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way, please feel free to contact Sarah Platt at 592-2410 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas  
Child Nutrition Director

JM/SP/pn

**SNP Administrative Review Findings****RSU 87/MSAD 23 (681)****Program Year 2025****RSU 87/MSAD 23 (681)**

44 Plymouth Road  
Carmel, ME 04419

**Food Service Contact**

Melissa Bemis  
Food Nutrition Director  
(207) 848-5173

**Executive Contact**

Mark Turner  
Superintendent  
(207) 848-5173

No. of Sites / Reviewed: 3 / 1

Month of Review: February 2025

Date of Onsite Review: March 20, 2025

**Commendations**

- \* Thank you to Missy Bemis and her staff for the time and effort put into the review process. Overall, the program is operating well at RSU 87. Staff were receptive to feedback provided by the reviewer. It was a pleasure working with you!
- \* RSU 87 has an agreement with the State Agency to operate under Special Provision 2. In the base year, SY2025, free/reduced meal benefit applications are collected and meal counts recorded by student name and eligibility. For the next three years, through SY2028, free/reduced meal benefit applications will not be collected.

**Certification and Benefit Issuance - RSU 87/MSAD 23 (681)**

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

**Finding 9000: F/R Application(s) approved incorrectly.**

One application with two students should have been denied but was incorrectly approved for reduced-price benefits.

**Corrective Action:**

The following corrective action was completed in October 2024 when the SP2 base year eligibility review took place. No further corrective action is necessary.

Update eligibility for the two students to 'paid' and revise the September 2024 claim as follows:

September Lunch for CES 463F/123R/1645P

September Lunch for CMS 680F/106R/1933P

September Breakfast for CES 321F/62R/1078P

September Breakfast for CMS 335F/60R/1017P

**General Program Compliance - RSU 87/MSAD 23 (681)**

1403. *Did a review of agricultural food components indicate violations of the Buy American provision?*

**Technical Assistance - Buy American Provision****Technical Assistance:**

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products.

Recently, the USDA established a new threshold for school food authorities that use exceptions to this requirement. The limit on the percent of total commercial food costs from non-domestic foods will be phased in over 7 school years.

- Beginning in SY 2025-26, the non-domestic food purchases cap will be 10 percent.
- Beginning in SY 2028-29, the non-domestic food purchases cap will be 8 percent.
- Beginning in SY 2031-32, the non-domestic food purchases cap will be 5 percent.

This phased-in approach will allow schools to gradually adjust to the new requirement

**SNP Administrative Review Findings****RSU 87/MSAD 23 (681)***Program Year 2025***Suzanne M Smith Elementary School    Food Service Contact  
(684)**44 Plymouth Road  
Carmel, ME 04419

Month of Review: February 2025

Date of Onsite Review: March 20, 2025

**Meal Counting & Claiming - Suzanne M Smith Elementary School (684)***318. DOR - accurate meal counts by category at POS? Enter data.***Finding 9000: Unallowable meal counting procedure**

Meals may only be counted for reimbursement after the student has been offered all components of a complete meal and at the point in meal service when the student has selected a complete meal. During the onsite visit, the following issues were observed:

1. At breakfast in the cafeteria, meals were counted at the start of the service line before the student had selected a complete meal. No unallowable meals were observed.
2. During breakfast, a staff person was observed taking 3 breakfasts for students who were not at school yet. These were not included in the daily meal counts.
3. Meals were prepared for all students in two classrooms (pre-K and 'Friends') and counted for reimbursement without proper accountability taking place. Staff and the reviewer went to the classroom to observe the meals actually selected by students. The unallowable meals were removed from the daily meal count.

**Corrective Action:**

Describe in detail how the meal counting procedure has been corrected including:

How are meals at breakfast in the cafeteria being counted at the end of the meal service line?

What correct process has been implemented to offer breakfast to students who may be late to school?

For meals offered to students in classrooms, describe how meals are only being counted if a student chooses to take a meal.

What system has been implemented so that extra meals are not delivered to the classroom?

Once the meal count procedure has been corrected, submit 30 days of breakfast and lunch meal counts. This will be used to conduct a recalculation of meal counts.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 28, 2025.

Meal counts may be submitted by June 2, 2025.

**Meal Components & Quantities - Suzanne M Smith Elementary School (684)***400. DOR – all required components available during entire meal service, all lines? Enter data.***Finding 9002: Meal components missing on Day of Review.**

As observed on the Day of Review, all required meal components were not available with each meal choice at lunch. There was a second 'quick' meal option available for students to select. Bags had been prefilled with a milk, craisins and either graham crackers or goldfish. The bags with graham crackers did not contain enough grain to count as a component. This was corrected prior to service. This meal choice was not offered on the service line where all meal components are available as required.

**Corrective Action:**

Correct second meal choice option so that all meal components are available for students to select. Describe in detail how this has been corrected.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 28, 2025.